

## Salary Exception Worksheet

This completed worksheet is to be submitted to the DHHS Classification/Compensation Section when requesting a salary exception. The employee's application should accompany the request.

I. Agency: \_\_\_\_\_  
Name: \_\_\_\_\_  
Classification of Position: \_\_\_\_\_  
Position Number: \_\_\_\_\_  
Training and experience requirements: \_\_\_\_\_  
\_\_\_\_\_

II. Applicant's background: Attach a completed salary qualification worksheet.

- In cases where the position is in a more "generic" classification, describe how the employee's experience meets the requirements outlined on the class specification.
- What exceptional qualifications (specific skills, knowledge, etc.) does the applicant possess that relates to the job?
- If using SER or Geographic salary grade to establish salary, attach a copy of appropriate SER Inventory sheet.
- Would the applicant accept a lesser salary? If so, what salary?
- How much of an exception is this request? \_\_\_\_\_%

III. Recruitment: Describe recruitment efforts.

- Date position became vacant \_\_\_\_\_
- Number of applicants who qualified for the classification \_\_\_\_\_
- If any withdrew from consideration, why?
- If there have been retention problems in this position or classification list names of employees, EOD/separation dates, why separated

IV. Equity: Does the requested salary create inequities? Attach/Include listing of other positions in the same class, showing:

- Position numbers
- Names of employees in those positions with salaries, training and experience for each employee; and date of employment with state government

V. Explain any other factors that are relevant in reviewing this exception.